

Visit Gateway at <https://gateway.ifionline.org/login.aspx>

# Gateway User Guide

**Submit Proof of Publication  
and Signed Form 4**

# Table of Contents

Getting Started.....

2

Scanning Your Documents .....

2

Accessing the Upload Page .....

2

Uploading Your Documents .....

2

## Getting Started

Please note units will need to scan and upload a signed copy of Form 4 and Proof of Publication and possibly other forms as well. The Department does not accept submissions through fax, email, or mail.

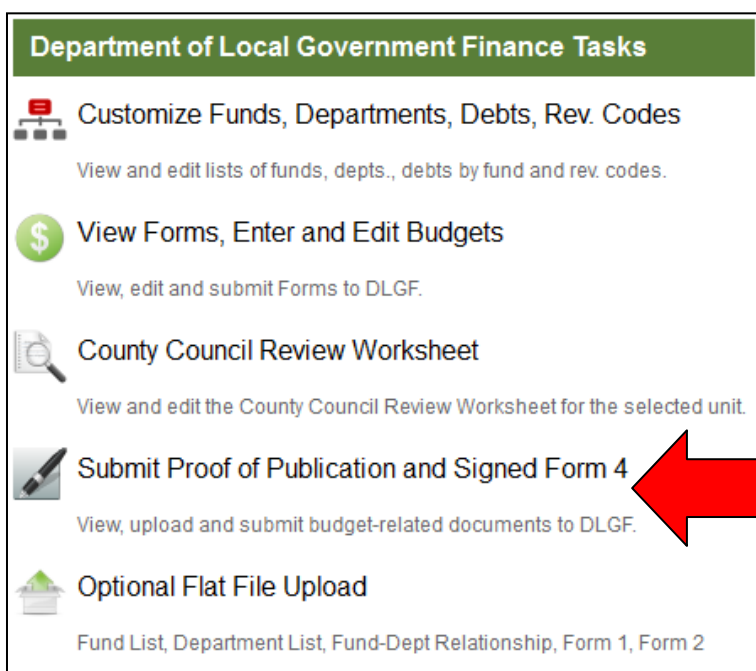
## Scanning Your Documents

You will first need to scan your documents and save them in a location where you can find them. If you do not have a scanner you will need to locate someone with one. Local libraries and sometimes other officials such as county auditors may offer assistance. A list of Gateway Help Centers that have volunteered to serve as a resource can be found at

[http://www.in.gov/dlgf/files/2012\\_DLGF\\_Gateway\\_Help\\_Centers.pdf](http://www.in.gov/dlgf/files/2012_DLGF_Gateway_Help_Centers.pdf).

## Accessing the Upload Page

Once you have scanned and saved your documents, please click on “Submit Proof of Publication and Signed Form 4” on the Unit Main Menu.



## Uploading Your Documents

Now you will need to complete the fields below along with locating your file.

**Submit File**

Select file type: Enter description for 'Other':

Proof of Publication (Form 3)

Enter a Description:

Select File to Upload:

There are no files uploaded for this unit.

By clicking on “Proof of Publication (Form 3),” you will then be able to select the file type that you are uploading. For non-school units, these documents include the Proof of Publication (Form 3) , Signed Budget Ordinance/Resolution (Form 4), and Appropriation Reduction Ordinance/Resolution, if applicable. Schools will also have the option to upload their School Bus Replacement Documentation and their School Capital Projects Fund Documentation.

Select file type:

Proof of Publication (Form 3)

Proof of Publication (Form 3)

Signed Budget Ordinance/Resolution (Form 4)

Appropriation Reduction Ordinance/Resolution

Next, enter a description. You are welcome to choose any description that best describes the document you are uploading.

**Submit File**

Select file type: Enter description for 'Other':

Proof of Publication (Form 3)

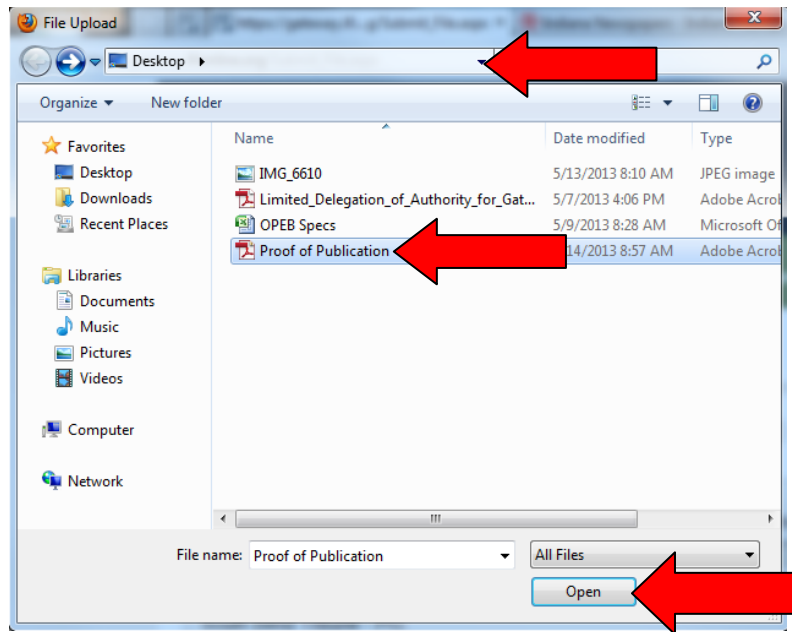
Enter a Description:

South Bend Tribune - Pro

Select File to Upload:

There are no files uploaded for this unit.

You will then need to choose the file to upload. To locate the file, click on “Browse.” The following box will then appear. You will need to think back as to where the file was saved. To view the location it was saved, please click on the “Look in:” drop down box to select the location. From there, click once on the file to upload and then select “Open.”



The file path will now appear to the right of the browse button.

Enter a Description:  
  
 Select File to Upload:


The last step in uploading the signed Form 4 is to click the “Upload File” button.

Enter a Description:  
  
 Select File to Upload:

Once successfully uploaded, green text will display stating the file upload was successful and all the uploaded files appear below. To verify that the correct document was uploaded, click on the blue underlined file name and this will open the uploaded file.

Publication File Upload Successful

Upload File

Publication File Name	File Type	File Description	File Upload Date
<a href="#">Proof of Publication.pdf</a> 	Proof of Publication	South Bend Tribune - Proof	5-14-2013

Congratulations! You have successfully uploaded your documentation. Please see our other user guides for assistance with other forms. If you have any questions, please contact the Department at [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov) or at (317) 232-3777.